

## Purpose

Standard agencies will use this procedure for entering contract submissions for Office of State Procurement (OSP) review into the web-based Professional Consulting Services (PCS) application. This procedure is specific to using the PCS application; all procurement policies and laws apply.

### Note the following before creating a contract submission:

- To move from field to field either tab or use your mouse to click into the next entry box.
- Once the initially displayed fields are entered, use the vertical scroll bar to navigate to additional fields.
- Required entries are marked with an asterisk.
- Use your mouse to hover over fields and field names for data entry tool tip.
- The Enter key acts as the same as the submit button. Fields that are validated and found to have an error will be boxed in red, as well as produce an error message which can be seen by scrolling to the top of the form. Corrections must be made to the entries noted with errors in order to successfully submit the contract.

### Starting the Professional Consulting Services (PCS) application

Enter the Professional Consulting Services (PCS) website address in your web browser. PCS screen will appear. The web address will be provided to your agency when the application goes into production.

## Procedure

1. Select **Enter New Contract/Amendment** link. The Professional Consulting Services>New Contract screen appears.



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2. Begin your entry in the Contract Information section. Notice that all fields are required.



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3. Select dropdown icon in the **Agency** field. Choose your 4-digit business area from the list.
4. Agency 0710 will produce an additional field for Division to be completed.



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5. Enter contract number in **Contract number** field. For AASIS users, this should be the number assigned by AASIS for the outline agreement or purchase order. For Reporting Agencies that are not on AASIS, provide an “RA” number unique to the agency. Do not enter contractor’s FEIN or SSAN.



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6. Select the dropdown icon in the **Method of Procurement** field. Choose the method.



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7. Select the radio button labeled “No” to answer the question **Is this an Amendment?** This procedure addresses creating a contract submission. Entry of amendments in the PCS application is addressed separately.



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8. A calendar will appear for selection of **Initial Term Start Date**. Select the year first, then the month and date. Initial Term Start Date is the beginning date of the original contract that begins after the ALC review date.



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9. A calendar will also appear for selection of **Term End Date**. Select the year first, then the month and date. Term end date is the last date the contract or contract amendment will remain in effect. The term date may not cross the biennium (two-year period for which the

State Legislature appropriates funds). Expired contracts may not be extended.



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10. A calendar will also appear for selection of **Maximum Extension Date**. Select the year first, then the month and date. The Procurement Law allows a contract to be extended up to a total of 7 years.
11. Enter the dollar amount in the **Contract Amount** field. Do not use a dollar sign. Contract Amount is the total dollar value (compensation plus reimbursement) of the original contract. Note: Contracts that are exempt from review can still be entered in PCS for OSP review.
12. Select the appropriate checkboxes for **Funding**. Funding is the source of funds to pay for services rendered. Check all that apply. It is the agency's responsibility to ensure the funding codes are correct and that funds are available. Selections which include entries in the later Funding Detail section will require detail percentages if checked. Funding detail percentages must total 100%.



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13. Select the either the radio button labeled "Yes" or "No" for the question field **Requires Legislative Review?** Non-exempt contracts over \$25,000 require Legislative Review. Other contracts may be reviewed upon request by checking "Yes."
14. Enter up to 250 characters in the **Purpose of Amendment/Contract Summary** text box. Contract summary is the description of work and justification for spending money. Please give a brief description of the scope of work to be accomplished by the Contractor. Note: Entering more than 250 characters will produce an error message and disallow saving.
15. Go to the Funding Detail section.
16. Enter percentages in **% Funds** boxes for earlier selected funds. Designate in the spaces provided the percentage (up to 3 decimals) from Federal, State, Cash, Trust, and Other funds to be used in payment. Indicate the source of any Federal, Cash, Trust or Other Funds used. Do not enter the percent sign. Percentages must total 100%. Percentage entries must be entered for selections checked in Funding in the Contract Information area.
17. Enter text in **Federal Funds, Cash Funds, Trust Funds, and Other Funds** fields if appropriate to earlier Funding selections. ARRA funds should be listed under Federal.



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18. Go to the Contractor Information section.
19. Enter name of contractor in **Contractor Name** field. The vendor name must correspond to the legal name of the provider(s) as opposed to the "doing business as" (DBA) or "remit to" name. Contractor name is limited to 128 characters.

20. Enter contractor's number in **Contractor Number** field. Enter AASIS Vendor number or a number unique to your agency. The vendor number must correspond to the legal name of the provider(s) as opposed to the "doing business as" (DBA) or "remit to" name.
21. Enter contractor's address in the **Contractor Street Address/PO Box** field.
22. Enter the contractor's city in **Contractor City** field.
23. Select the dropdown icon to choose the contractor's state in the **Contractor State** field. If this is not one of the 50 states, choose "International." Navigation tip: Press the first letter of the state until state appears at top of the list.
24. Enter the zip code of the contractor's city in the **Contractor Zip Code** field.
25. In **Select Minority type, if applicable** field, select the dropdown icon and choose a minority. Minority is defined by Arkansas Code Annotated §1-2-503 as "black or African American, Hispanic American, American Indian or Native American, Asian, or Pacific Islander."
26. If no minority selections are applicable, you must choose Not Applicable.



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27. Go to **Agency Contact Information** section.
28. Enter agency's contact name in **Contact Name** field. The contact name is the Name of the person in your agency most familiar with the contract in case an approving agency needs to contact someone with questions. This person will be the sole contact with OSP, ABA, or Legislative Bureau with regard to PCS contract approvals. This is not the Program person listed in the contract.
29. Enter the agency contact's phone number in **Contact Phone Number** field.
30. Enter the agency contact's email address in **Primary Email Address** field. This email address is where all contract correspondence will sent.
31. Re-enter the agency contact's email address in **Primary Email Address Verification** field.
32. If needed, enter a secondary agency contact email address in **Secondary Email Address** field. Populate only if you did not enter a group email address and you want to send correspondence to an alternative email.
33. If secondary email is entered, re-enter the secondary agency contact email address in **Secondary Email Address Verification** field.



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35. Go to the Attachments section.
36. In the **Supporting Documents** field, click on the Browse button. Find and choose the file needed for upload. File should appear in the box once selected. All submissions must have at least one attachment.



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- 37.** **Note:** For most efficient processing, place all supporting documents into one electronic file for attachment in the Supporting Documents fields. Use only acceptable file types of pdf, doc, docx, xls, and.xlsx.



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- 38.** If it is not possible to limit attachments to one document, use the **More Attachments?** Button to include another file in the **Additional Attachments** field.
- 39.** After each additional attachment is made, the More Attachments button will appear again if yet another separate attachment must be made.

**Reminder:** For most efficient processing, whenever possible, place all supporting documents into one electronic file for attachment in the Supporting Documents field.



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- 40.** Attachments can be changed before reviewing and removed after selecting Review but BEFORE submitting. After selecting Review, an option for Remove will appear after the file name. Reminder: All submissions must have at least one attachment.



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- 41.** After all entries are considered complete, review your entries by either selecting the Review button or by pressing the Enter key. To start over entirely, select the Cancel button.



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- 42.** After selecting Review or pressing the Enter key, if any errors exist, the fields containing the error will be boxed in red and a red message regarding the error will appear at the top of the screen. Use the vertical scroll bar to navigate to these messages.



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- 43.** When all entries are successful upon selecting the **Review** button, a screen will appear displaying a message asking you to review the information before selecting the Submit button at the bottom of the screen.

**Review** does not save the entry into the PCS application.



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44. Before selecting the Submit button to save the information in the PCS database, use the scroll bar to review the information. If you need to make changes, select the “Go Back” button at the bottom of the screen. Make changes and select Review again to return to the Submit screen.



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45. When all entries are completed, click on the Submit button.



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46.  
**IMPORTANT:** If you do not use the **Submit** button, your contract will not be entered into the PCS application. Successful submission produces a message “This contract has been submitted.”



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47. Email notifications of new contracts or amendments are sent in bulk once a day to the OSP PCS general email.  
If it is an ABA contract, an email will be sent to the ABA’s general email.



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48.  
To return to the PCS main menu for either entering contract/amendments or displaying reports, select the Return to Main Menu button or click on Professional Consulting Services link at the top of the screen above the message that the contract has been submitted.



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49. If you need further assistance, call 501-324-9316.